TERRE HAUTE CHILDREN’S MUSEUM
Program Manager Job Description

Job Title: Program Manager

Supervisor: Director of Education

Department: Education

Appointment: Full time, 40 hrs/wk
Generally, Tuesday through Saturday
Evenings and weekends as needed.

Classification: Non-Exempt Full Time

Reviewed and/or Revised: September 2023

Salary/Benefits: $12-15/hour depending on experience, two weeks’
vacation, some flexible scheduling of work hours

The successful candidate will be one part educator, one part performer, one part ringmaster, and one part community partner developer.

KEY RESPONSIBILITIES:
Educational Program Development and Implementation
• Creates and oversees implementation of new and existing program content for
children ages 0-12, families, organized groups, and schools both inside and outside
museum.
• Provides direct supervision of all volunteer and contract program facilitators.
• Guides development of STEM content and activities for programs and outreach
activities.
• Develops curriculum that is aligned with appropriate school curriculum and state
educational standards.
• Ensures that all programs are executed effectively to ensure visitor satisfaction and
achievement of museum program goals.
• Coordinates museum’s participation in outreach and marketing activities.
• Trains volunteers and staff on educational program content, group management
skills, and facilitator protocol for all programs.

JOB QUALIFICATIONS:
• Minimum of Bachelor’s degree in education, early childhood, museum education,
recreation or related area of study
• Minimum of three years’ experience educating children and/or developing active
learning programs in an informal educational environment
• STEM related expertise and/or experience preferred
• Excellent communication, interpersonal and customer service skills
• Excellent writing skills
• Volunteer management experience
• Proven leadership skills
• Self-motivated and responsible
• Outstanding organizational skills
• Comfortable with active, open-ended, busy learning environments
• Ability to work cohesively with a team for common goals
• Appreciates the value of play
• Computer competency especially with MS Office and Google Drive
• Valid driver’s license

**Supervision Received:**
- The Programs Manager will report to the Director of Education.

**Supervision Exercised:**
- Supervises contract or volunteer museum educators, and work study students.

**Working Conditions:**
- Must be able to lift 50 pounds.
- Night and/or weekend hours and travel will be necessary.
- Be physically active for 4-8 hours a day during program implementation.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.*

**Programs:**

- **Hands-on Science and Demonstrations**
  - Every Saturday 11-3:00
  - School Breaks & Holidays
  - Guest presenters from the community

- **Special Events**
  - Happy Birthday, Dr. Seuss (March)
  - Total Eclipse Weekend (April)
  - Train Day (July)
  - Healthy Halloween (Oct)
  - Son Plus Fun One (Nov)
  - Daughter’s Winter Jubilee (Dec)
  - New Year’s Noon (Dec)

- **Staff Professional Development**
  - Teach museum staff about doing STEM with children

- **Field Trip Labs**
  - As requested, 1-4 per month

- **Scout Badge Labs**
  - As requested and once in Spring and once in Fall
- Girl Scout Daisies/Brownies/Juniors
- Cub Scout Lions/Tigers/Wolf/Bear/Webelos

- Learning Labs
  - One day classroom sessions, may be focused on homeschooled students

- Outreach Programs
  - As requested by schools, libraries, fairs, festivals, scouts, etc.

- Sensory Babies
  - Designed for ages 3-18 months and caregivers

- Early Explorer
  - Designed for ages 3-24 months and caregivers

- Discoverers
  - Designed for ages 3-5 years and caregivers